

International Mobility Program, Citizenship and Immigration Canada

Re: Mandatory \$230 CIC Fee and online offer of employment for Foreign Post Doctoral Fellows, Visitors and Students

As of February 21, 2015, Citizenship and Immigration Canada (CIC) has implemented a new process for non-employee Foreign Workers. Within research at SMH this would include International Visitors, Students and Post Doctoral Fellows.

A **\$230 Employer Compliance Fee** is levied for any work permit issued for these non-employee foreign workers. The fee is payable online and must be submitted by the Investigator prior to the work permit application being made by the foreign worker. The online offer and fee are also applicable for any renewal applications. The fee is the responsibility of the hiring Investigator.

INSTRUCTIONS

We have put together a guide to assist departments, supervisors, and post-docs/visitors in completing the new CIC process. In general, this process will be completed at the department level.

CIC requires the PI sign into the Employer Portal to complete an application. The "online offer of employment" is to be completed with employer and job information. The form and payment receipt must be filed electronically with CIC in advance of the foreign worker's work permit application. "In advance" can mean merely minutes before the employee requests the work permit, but it is recommended to go through this process well ahead of the work permit application.

INITIAL LOGIN

- 1.** In order to complete the online offer of employment and pay the \$230 employer fee, you will need to be registered as a user and have a PIN number. If you do not yet have a PIN, please contact Cordelia Cooper, Research Employment Coordinator, in the office of Research Administration.
- 2.** Once you have your PIN, you will need to register as user for the first time. Please follow these instructions: <http://www.cic.gc.ca/english/e-services/employer-enrolm.asp> Scroll down to the bottom where it says **Enroll in the Employer Portal as a branch or secondary user**. Follow the steps and then refer to **Get your credential to access the portal** for steps on how to access the portal.

SUBSEQUENT LOGINS

3. Go to the [Employer Portal](#) and complete the online offer of employment.



Please refer to the guide following these instructions, it provides the appropriate information for St. Michael's Hospital. Some fields in the form may self-populate.

4. After the form is fully and accurately completed, press continue. You will then be prompted to make a declaration. The electronic offer of employment contains several declarations that the employer certifies when the offer is submitted. Carefully review the offer before it is submitted to ensure that the content is correct. You can then pay the \$230 fee to CIC via an online payment.
5. After the offer of employment is submitted to CIC and the fee has been paid, forward a copy to the foreign worker for inclusion with their work permit application.

TECHNICAL ISSUES

6. If you cannot use the Employer Portal due to technical issues, please email CIC.EmployerPortal-Portaildelemployeur.CIC@cic.gc.ca. In your email, you should include a description of the issue and, if possible, a screen shot. If the issue is not resolved within 5 business days, you will receive new instructions on how to submit the offer of employment.

Questions? Cordelia Cooper, Research Employment Coordinator (416 864-3077 / cooperc@smh.ca)

St. Michael's Info to complete Electronic Offer of Employment

Please help us to make this guide more helpful by reporting any observations/questions you have when completing the form to the Research Employment Coordinator.

Section 1: Business Information

Business

Business telephone number: (416) 864-6060

Business Address

Street Number: 30

Street address/name: Bond Street

Country/territory: Canada

Province/state: Ontario

City/town: Toronto

Postal Code: M5B 1W8

Is your business address different than mailing address?: No

Type of Business

Type of business: Incorporated/limited

Is the business a franchise?: No

Business Details

Web address: www.stmichaelshospital.com

Date business started – Year: 1995 **Month:** July **Day:** 28

Describe the principal business activity: Health Care & Research

Number of employees: Over 100 Employees

Gross income: Over 5 million

Business primary contact information

Enter in the following information of your Business Primary Contact (PI contact information):

First name(s)

Middle name (if applicable)

Last name(s)

Job title

Contact phone number

Extension

Contact fax number

Contact email address

Section 2: Foreign Worker Information

Enter in the following information:

Family name

Given name(s)

Gender

Date of birth

Country of birth

Country of residence

Citizenship

Passport number

Section 3: Job Details

LMIA exemption title: Use the drop down list to select your type of visitor:

Post-doctoral fellows – C44

For Students and Trainees Postsecondary academic, vocational or professional training-
C44/C45/C32

Explanation of how the job meets the requirements of the exemption: International trainee

Job title and NOC:

For post-doctoral fellows who are employed by a Canadian university/educational institution, the NOC code should be 4011.

For Students and Trainees Postsecondary academic, vocational or professional training. NOC should be 4011/4012

Please provide the address of the physical job location

Street Number: 30

Street address/name: Bond Street

Country/territory: Canada

Province/state: Ontario

City/town: Toronto

Postal Code: M5B 1W8

Expected start date of employment: Enter in your expected start date.

Expected duration of employment: Enter in your expected duration of employment.

Main Duties of the Job: Enter "Health Care Research" or similar as appropriate.

Minimum education requirements of job: Doctor of Medicine or Doctorate/ PhD or other

Other training required: Specialization in related area of research

Experience/skills requirements: Specialization in related area of research.

Are there provincial/federal certification, licensing or registration requirements for the job?: No

There are Employer compliance fees associated to an LMIA-Exempt offer of employment. Will you be paying your fees or are you fee exempt? Yes I will be paying the employer compliance fee for this offer of employment.

Employer primary contact information

Enter in the following information of your Employer primary contact:

First name(s): Cordelia

Middle name (if applicable)

Last name(s): Cooper

Job title: Research Employer Coordinator

Contact phone number: (416) 864-3077

Extension:

Contact fax number: (416) 864-6043

Contact email address: cooper@smh.ca

Section 4: Wage and benefits

Type of wage: Wage in Canadian dollars per year.

Wage amount: Insert your salary as per your offer letter.

Number of hours per day: 7.5

Hours per week: 37.5

Total of number of work hours per month: 150

Overtime rate: 1.5

Overtime starts after how many hours per week: 37.5

Alternate compensation scheme: N/A

Is this employment seasonal?: No

Benefits

Disability Insurance: No

Dental Insurance: Yes, if qualified

Pension: No

Extended medical insurance (e.g. Prescription drugs, paramedical services, medical services and equipment): Yes, if qualified

Type of vacation: Vacation days (if FT), Vacation pay (if PT)

Other benefits (if applicable). Please specify: None